



Discipline Policy

The use of the Chromebooks as a technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied. This policy applies to all Chromebooks under the Illinois Lutheran domain and to the use of the @illinoislutheran.org accounts handed out to students.

The ILS Code of Conduct shall be applied to all student violations.

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with Illinois Lutheran's Computer and Internet Usage Policy found in the handbook.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. If a student's Chromebook is not charged properly they will not be given a loaner to use for the day unless there are unusual circumstances. (Note: These circumstances will have to be approved by Mr. Dorn. A fully charged Chromebook should last at least 8 hours.)
- Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to Mr. Dorn or any teacher.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Illegal installation or transmission of copyrighted materials is prohibited
- Any action that violates existing school policy or public law is prohibited
- Access or use of any other email program or account other than the one issued by the Illinois Lutheran Schools (Ex: Hotmail, Yahoo Mail, etc.) is prohibited
- Use of chat rooms/sites selling term papers, book reports and other forms of student work is prohibited

- Messaging services- (Ex: Twitter, MSN, Facebook, Messenger, etc.) is prohibited
- Playing Internet/Computer Games at school is prohibited
- Background themes and Profile ID's need to be appropriate.. Teachers have the right to have a student change it whenever needed. (Violent or provocative scenes will not be allowed.)
- Changing of computer settings such wiping the Operative system and using the Chromebook "guest" account is prohibited.
- Spamming-Sending mass or inappropriate emails is prohibited.
- Gaining access to other student's accounts, files, and/or data , or password sharing is prohibited.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Vandalism. Any malicious attempt to harm or destroy hardware (taking keyboard keys out, scratching laptop's screen, etc.), software or data, including, but not limited to changing or using hardware to run other operating systems such as Linux or other forms of OS, damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. "Cyberbullying" is prohibited.

Consequences for Violations:

1st Violation:

Warning (verbal or written). This warning will be recorded in your Power School Discipline Log.

2nd Violation:

The student's google account will be put into a special user group that has much stricter filters that apply to it for a period of 2 weeks.

3rd Violation:

The student's Chromebook can be suspended for up to 2 weeks. During this time, if a student needs to do research or an assignment on the laptop, he/she will only have access to the computers in the Media Center during M-Period (please know that the Media Center is not always open during M-Period) or their own personal computer at home.

4th Violation:

Loss of laptop privileges for a length of time determined by the administration and the technology department. Suspension of laptop computer, and other consequences may occur as determined by the administration.

*Discipline consequences may vary depending on the severity of the offense.

Procedures for consequences:

1. Teachers will make a referral of the Chromebook misused and will contact the technology

coordinator through an email.

2. Once Chromebook misuse was confirmed, the IT person will contact the Dean of Students and he/she will determine the consequence for it based on this guide. The technology coordinator will keep the Chromebook for necessary time. (for repair or confiscation)

Targeting Specific Cases

Case 1: *Wiping the Chrome Operating System and use "Guest Account" for browsing at home or School.*

Warning Fact: If student wipes and logs in as "Guest" then he or she can bypass some blocked sites on our network. So, we need to check whether that Chromebook is still under the ilhs.org domain. Simply take that Chromebook, log out and then at login screen at the bottom it should say "this device is managed by ilhs.org"

Consequence: Offense 1 - Referral in Powerschool and a verbal Warning

Case 2: *Students are popping out keys from Chromebooks keyboard.*

If a key is popped off, in order to repair the laptop, the whole keyboard needs to be changed.

Consequence: Offense 2 - Referral in Powerschool and the student's google account will be put into a special user group that has much stricter filters that apply to it for a period of 2 weeks.

Case 3: Background themes.

Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics of hateful, violent, or provocative poses are ever permitted. The presence of such media will result in disciplinary action.

Consequence: Offense 3 - Referral in Powerschool and up to two weeks of laptop privilege suspension. During this time, if a student needs to do research or assignment on the laptop, he/she must use their computer at home or possibly use a computer in the Media Center during M-Period